

From: Bokun, Lisa
Sent: Sunday, September 3, 2017 5:51 PM
To: Ragon, Derek
Subject: RE: Harvey FSC Email Box Request

From what I understand, there is a need to establish this additional mailbox separately for the field folks to send their timesheets and other payroll related documents to. Is there a reason why we would not want to accommodate? The specific instruction regarding the use of the R6HarveyFSC_docs mailbox is being included in the mobilization package. Please advise.

From: Ragon, Derek
Sent: Sunday, September 03, 2017 2:44 PM
To: Bokun, Lisa
Subject: Re: Harvey FSC Email Box Request

Lisa,

I have never done a 213 for mailboxes at any event. So no, I didn't do one, nor did I intend to. I already did them. Anyone coming on to a position needs to notify me (or the REOC can) and they will be added to access level for that unit's mailbox. FSC box already exists, but only Heather Chandler and John Spelman have access. I will add Lisa Ruhl to the list and confirm to her when that is done. The boxes can only be accessed using the Outlook Web Application (OWA) via our intranet.

On it,

Derek

Sent from my iPad

On Sep 3, 2017, at 1:24 PM, Bokun, Lisa <Bokun.Lisa@epa.gov> wrote:

Derek – I don't recall seeing an initial 213 for the establishment of the IMT mailboxes. Did you prepare/send? If not, please do so and we will also need a 213 to document this request for an additional mailbox. Document, document, document!!!!!!!!!!!!!! ☺

From: Ruhl, Lisa
Sent: Sunday, September 03, 2017 12:04 PM
To: Bokun, Lisa <Bokun.Lisa@epa.gov>
Subject: Harvey FSC Email Box Request

Lisa,

Harvey FSC needs an email box established, can you help?

Title: R6HarveyFSC_docs

Lisa

Lisa Ruhl
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